

CLEVELAND CITYWIDE DEVELOPMENT CORPORATION

AUDIT REPORT

FOR THE YEARS ENDING SEPTEMBER 30, 2004 AND 2003



**Auditor of State
Betty Montgomery**

Board of Trustees
Cleveland Citywide Development Corporation
601 Lakeside Avenue
Cleveland, Ohio 44114

We have reviewed the Independent Auditor's Report of the Cleveland Citywide Development Corporation, Cuyahoga County, prepared by Watson Rice & Co. for the audit period October 1, 2003 through September 30, 2004. Based upon this review, we have accepted these reports in lieu of the audit required by Section 117.11, Revised Code. The Auditor of State did not audit the accompanying financial statements and, accordingly, we are unable to express, and do not express an opinion on them.

Our review was made in reference to the applicable sections of legislative criteria, as reflected by the Ohio Constitution, and the Revised Code, policies, procedures and guidelines of the Auditor of State, regulations and grant requirements. The Cleveland Citywide Development Corporation is responsible for compliance with these laws and regulations.

A handwritten signature in cursive script that reads "Betty Montgomery".

BETTY MONTGOMERY
Auditor of State

October 27, 2005

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CLEVELAND CITYWIDE DEVELOPMENT CORPORATION

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INDEPENDENT AUDITORS' REPORT

Board of Trustees
Cleveland Citywide Development Corporation
601 Lakeside Avenue - Room 210
Cleveland, OH 44114

Gentlemen/Madam:

We have audited the accompanying Statements of Financial Position of Cleveland Citywide Development Corporation (a non-profit organization) as of September 30, 2004 and September 30, 2003 and the related Statements of Activities and Changes in Net Assets and the Statements of Cash Flows for the years then ended. These financial statements are the responsibility of the Cleveland Citywide Development Corporation's management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to federal audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Cleveland Citywide Development Corporation as of September 30, 2004 and September 30, 2003 and the results of its operations and changes in net assets and its cash flows for the years then ended in conformity with accounting principles generally accepted in the United States of America.

In accordance with *Government Auditing Standards*, we have also issued a report dated May 2, 2005 on our consideration of the Cleveland Citywide Development internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts and grants. That report is an integral part of audit performed in accordance with *Government Auditing Standards* and should be read in conjunction with this report in considering the results of our audit.

Watson Rice & Co.

May 2, 2005

CLEVELAND CITYWIDE DEVELOPMENT CORPORATION
STATEMENTS OF FINANCIAL POSITION
FOR THE YEAR ENDED SEPTEMBER 30, 2004
(WITH COMPARATIVE TOTALS FOR THE YEAR ENDED 2003)

	<u>2004</u>	<u>2003</u>
ASSETS		
Current Assets		
Cash	\$58,207	\$51,132
Prepaid Expense	1,192	1,120
Short Term Investments (Note 3)	<u>2,593</u>	<u>2,578</u>
Total Current Assets	<u>\$61,992</u>	<u>\$54,830</u>
Total Assets	<u><u>\$61,992</u></u>	<u><u>\$54,830</u></u>
LIABILITIES AND NET ASSETS		
Current Liabilities	0	0
Accounts Payable	<u>0</u>	<u>0</u>
Total Current Liabilities	<u>0</u>	<u>0</u>
Total Liabilities	<u>0</u>	<u>0</u>
Net Assets	<u>61,992</u>	<u>54,830</u>
Total Liabilities and Net Assets	<u><u>\$61,992</u></u>	<u><u>\$54,830</u></u>

The accompanying footnotes are an integral part of the financial statements.

**CLEVELAND CITYWIDE DEVELOPMENT CORPORATION
STATEMENTS OF ACTIVITIES AND CHANGES IN NET ASSETS
FOR THE YEAR ENDED SEPTEMBER 30, 2004
(WITH COMPARATIVE TOTALS FOR THE YEAR ENDED 2003)**

	<u>2004</u>	<u>2003</u>
REVENUES		
In-Kind Contributions (Note 2)	\$181,515	\$166,572
Closing Fee Revenue	27,205	51,959
Interest Income	<u>369</u>	<u>318</u>
Total Revenues	<u><u>\$209,089</u></u>	<u><u>\$218,849</u></u>
EXPENSES		
Salaries & Fringe Benefits (Note 2)	\$177,937	\$162,994
Office Rent (Note 2)	3,578	3,578
Employee Bonding	659	603
Insurance Expense	1,852	1,725
Professional Services	4,280	21,200
Contributions to City of Cleveland (Note 4)	7,329	9,989
Employee Training Expenses	5,362	5,091
Printing, Marketing, and Project Development	560	250
Bank Service Charges	180	183
Board of Trustee Expenses	110	162
Office Supplies	30	781
Miscellaneous	<u>50</u>	<u>0</u>
Total Expenses	<u><u>\$201,927</u></u>	<u><u>\$206,556</u></u>
Change in Net Assets	7,162	12,293
Unrestricted Net Assets at Beginning of Fiscal Year (Note 2)	<u>54,830</u>	<u>42,537</u>
Net Assets at End of Fiscal Year	<u><u>\$61,992</u></u>	<u><u>\$54,830</u></u>

The accompanying footnotes are an integral part of the financial statements.

CLEVELAND CITYWIDE DEVELOPMENT CORPORATION
STATEMENTS OF CASH FLOWS
FOR THE YEAR ENDED SEPTEMBER 30, 2004
(WITH COMPARATIVE TOTALS FOR THE YEAR ENDED 2003)

	<u>2004</u>	<u>2003</u>
Cash Flows From Operating Activities:		
Closing Fee Revenue	\$27,205	\$51,959
Interest Income	369	318
Cash Paid for Professional Services	(4,280)	(21,200)
Cash Paid for Miscellaneous Expenses	(50)	0
Contributions to City of Cleveland and Department of Economic Development	(7,329)	(9,989)
Cash Paid for Insurances	(2,583)	(2,434)
Cash Paid for Employee Training	(5,362)	(5,091)
Cash Paid for Bank Service Charges	(180)	(183)
Cash Paid for Printing, Marketing, and Project Development	(560)	(250)
Cash Paid for Office Supplies	(30)	(781)
Cash Paid for Board of Trustee Expenses	(110)	(162)
	7,090	12,187
NET CASH PROVIDED BY OPERATING ACTIVITIES	7,090	12,187
Cash and Cash Equivalents at Beginning of Year	53,710	41,523
Cash and Cash Equivalents at End of Year	\$60,800	\$53,710
Reconciliation of Excess of Revenue Over Expenses to Cash Provided by Operating Activities:		
EXCESS OF REVENUES OVER EXPENSES	7,162	12,293
Adjustments to Reconcile Net Income to Net Cash Provided by Operating Activities:		
In-Kind Contributions	177,937	166,572
In-Kind Expenses	(177,937)	(166,572)
(Increase) in Prepaid Assets	(72)	(106)
	(72)	(106)
Total Adjustments	(72)	(106)
NET CASH PROVIDED BY OPERATING ACTIVITIES	\$7,090	(\$12,187)

Disclosure of Accounting Policy:

For purposes of the statement of cash flows, the Cleveland Citywide Development Corporation considers all highly liquid debt instruments purchased with a maturity of three months or less to be cash equivalents.

CLEVELAND CITYWIDE DEVELOPMENT CORPORATION
Notes to Financial Statements
September 30, 2004

Note 1 Organization

Cleveland Citywide Development Corporation (CCDC or Corporation) was organized in June 1981 under Chapter 1724 of the Ohio Revised Code regulating Not-for-Profit Community Improvement Corporations. The Corporation promotes economic development in the City of Cleveland (City) by serving as a fiscal intermediary for loans made to small businesses and by reviewing loan requests made under other loan programs sponsored by the City. In June 1994 the Corporation converted from a Certified Development Corporation (CDC) to an Associate Development Corporation (ADC). Cleveland Citywide Development Corporation is exempt from Federal income tax under Section 501(c)(3) of the Internal Revenue Code.

Loan Programs

Cleveland Citywide Development Corporation reviews Economic Development Administration (EDA), Small Business Revolving Loan Fund (SBRLF), Housing and Urban Development Section 108 (HUD-108), Neighborhood Development Investment Fund (NDIF) and Urban Development Action Grant (UDAG) loans, Empowerment Zone (EZ), Core Loans 1 and Core Loans 2, as well as Industrial Development Bonds (IDB) for the City of Cleveland. Repayment of principal and interest will result in additional proceeds that can be loaned to other eligible small business concerns. With the exception of the HUD-108 and IDB programs, all programs are designed as revolving loan programs.

Note 2 Summary of Significant Accounting Policies

Accrual Accounting

The accounting records of Cleveland Citywide Development Corporation are maintained on the accrual basis of accounting.

In-Kind

The City of Cleveland paid the salaries and related fringe benefits of the CCDC staff and provides office space at no cost to CCDC.

The estimated fair value of in-kind contributions is reported as revenue and expense in the period in which the services or facilities are used. CCDC also benefited from the contribution of the Trustees' and Loan Committee members' time to attend Board meetings. The estimated fair value of these members' contribution is not reflected in these statements since it is not susceptible to objective valuation.

Contributions received are recorded as unrestricted, temporarily restricted, or permanently restricted support depending on the existence and/or nature of any donor restrictions.

CLEVELAND CITYWIDE DEVELOPMENT CORPORATION
Notes to Financial Statements - (Continued)
September 30, 2004

Note 2 Summary of Significant Accounting Policies (Continued)

In-Kind (Continued)

Contributions are recognized when the donor makes a promise to give to the Corporation, that is, in substance, unconditional. Contributions that are restricted by the donor are reported as increases in unrestricted net assets if the restrictions expire in the fiscal year in which the contributions are recognized. All other donor-restricted contributions are reported as increases in temporarily or permanently restricted net assets depending on the nature of the restrictions. When a restriction expires, temporarily restricted net assets are reclassified to unrestricted net assets.

CCDC has determined that there are no donor imposed restrictions on any of its net assets and all net assets as of September 30, 2004 and September 30, 2003 were unrestricted net assets.

Note 3 Investments

CCDC's short-term investment consists of a variable interest rate 90-day certificate of deposit. As of September 30, 2004, the interest rate on this certificate of deposit was .549%. The 90-day certificate of deposit is shown as a cash and cash equivalent in the Statement of Cash Flows.

Note 4 Contributions to the City of Cleveland

The CCDC contributed employee staff training expenses of \$7,329 to the City of Cleveland Department of Economic Development during fiscal year 2004.

Note 5 Use of Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reported period. Actual results could differ from those estimates.

**INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE AND
ON INTERNAL CONTROL OVER FINANCIAL REPORTING BASED
ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN
ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS**

Board of Trustees
Cleveland Citywide Development Corporation
601 Lakeside Avenue – Room 210
Cleveland, Ohio 44114

We have audited the financial statements of the Cleveland Citywide Development Corporation (CCDC) as of and for the years ended September 30, 2004 and September 30, 2003, and have issued our report thereon dated May 2, 2005. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

INTERNAL CONTROL OVER FINANCIAL REPORTING

In planning and performing our audit, we considered the CCDC internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinion on the financial statements and not to provide assurance on the internal control over financial reporting. Our consideration of the internal control over financial reporting would not necessarily disclose all matters in the internal control over financial reporting that might be material weaknesses. A material weakness is a condition in which the design or operation of one or more of the internal control components does into reduce to a relatively low level of risk that misstatements in amounts that would be material in relation to the financial statements being audited may occur and not be detected within a timely period by employers in the normal course of performing their assigned functions. We noted no matters involving the internal control over financial reporting and its operation that we consider to be material weaknesses.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the CCDC's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations contracts, and grants, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with these provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed one instance of noncompliance that is required to be reported under Government Auditing Standards and which is shown on the Schedule of Findings and Questioned Costs as Reportable Condition 04-01.

We also noted certain matters that we reported to management of CCDC in a separate letter dated May 2, 2005.

This report is intended solely for the information and use of the Board of Trustees, management and others within the organization and is not intended to be should not be used by anyone other than those specified parties.

Watson Rice & Co.

May 2, 2005

**CLEVELAND CITYWIDE DEVELOPMENT CORPORATION
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
FOR THE YEAR ENDED SEPTEMBER 30, 2004**

Summary of Auditors' Results

- Type of report issued on the financial statements as of and for the year ended September 30, 2004 - Unqualified
- Reportable conditions in internal control disclosed by the audit of the financial statements- No
- Noncompliance noted that is material to the financial statements of the CCDC - None
- The CCDC received no federal funding for the fiscal year ending September 30, 2004 and did not receive any federal funding for the previous two fiscal years, therefore all conclusions and comments relating to OMB-A-133 and the Single Audit are not applicable for the fiscal year ended September 30, 2004.
- **Findings related to the financial statements that are required to be reported under *Government Auditing Standards*: Yes** – See reportable condition 04-01 on page 10 of this report.
- **Findings and questioned costs relating to federal awards: Not Applicable**

CLEVELAND CITYWIDE DEVELOPMENT CORPORATION
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
FOR THE YEAR ENDED SEPTEMBER 30, 2004

Section II – Noncompliance Reportable Condition

04-01 Errors and Inconsistencies in Computation of Closing Fee Revenues

Condition

The CCDC Board of Trustees created a policy that required borrowers to pay a .5% closing fee on the total principal loan amount to CCDC at the closing of all approved loans. The auditor's sample tested six closed loans during the audit period. These loans represented 50% of the closed loans during the year and 85% of the year's total closing fee revenues. In three instances the closing fee percentage was not .5%. The differences occurred for the following reasons:

- (A) In one case the closing fee rate for CCDC was switched in error with the City of Cleveland's closing fee rate of 1.0%.
- (B) In another loan the closing fee rate was incorrectly stated at 1.0% in the closing agreement and then incorrectly paid by the borrower at closing.
- (C) The former Executive Director of the Department of Economic Development of the City of Cleveland reduced the closing fee revenue from .5% to .25% in one loan.

Cause

The causes for the differences described above are varied but include not requiring the Finance Director of the Department to review and approve the proper closing fee revenue at loan closing and the former Executive Director of the Department of Economic Development's apparent lack of understanding of his ability to modify the closing fee percentage without first obtaining permission for the CCDC Board of Trustees.

Effect

The effect of not charging a consistent closing fee revenue percentage is that CCDC closing fee revenues could not be accurately determined in advance of loan closing and could be significantly overstated or understated from anticipated amounts. In addition, charging different closing fee percentages to different borrowers could have the effect of providing the appearance of preferential treatment among borrowers.

Criteria

The CCDC Board of Trustees established an unwritten policy that the closing fee revenue to be paid to CCDC at loan closing would be .5% of the loan principal amount. This policy also established a policy that the closing fee percentage could be modified with the Board's approval prior to the closing of the loan. Absent any communication between the City of Cleveland Department of Economic Development and the Board of Trustees, the closing fee percentage could not be modified.

This unwritten policy through many years of application and adherence and the lack of any other verbal discussion of change in Board of Trustees minutes has in effect become codified as the official policy of CCDC.

CLEVELAND CITYWIDE DEVELOPMENT CORPORATION
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
FOR THE YEAR ENDED SEPTEMBER 30, 2004

Section II – Noncompliance Reportable Condition – (Continued)

04-01 – Errors and Inconsistencies in Computation of Closing Fee Revenues – (Continued)

Recommendation

The Finance Director of the Department of Economic Development should review and sign off on the computation of the closing fee revenue prior to loan closing to ensure that the CCDC closing fee revenue is calculated correctly and consistently with CCDC Board of Trustees approved policy. If a closing fee revenue is to be modified in any way (increased/decreased) approval must first be obtained and documented in Board of Trustees minutes prior to closing the loan agreement with the borrower.

Management Response

See the Corrective Action Plan on Page 12 of this report.

CLEVELAND CITYWIDE DEVELOPMENT CORPORATION
CORRECTIVE ACTION PLAN
FOR THE YEAR ENDED SEPTEMBER 30, 2004

Corrective Action Plan

The Cleveland Citywide Development Corporation did not provide a corrective action plan response to the reportable conditions addressed on pages 10 and 11 of the audit report.



**Auditor of State
Betty Montgomery**

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CLEVELAND CITYWIDE DEVELOPMENT CORPORATION

CUYAHOGA COUNTY

CLERK'S CERTIFICATION

This is a true and correct copy of the report which is required to be filed in the Office of the Auditor of State pursuant to Section 117.26, Revised Code, and which is filed in Columbus, Ohio.

Susan Babbitt

CLERK OF THE BUREAU

**CERTIFIED
NOVEMBER 10, 2005**